

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Equipment Operation Series

HEAVY EQUIPMENT SUPERVISOR

05/99 (SAC)

Under direction, oversee and coordinate efficient use of section personnel and equipment to meet work requirements of Utility sections engaged in water and wastewater construction projects and plant maintenance.

Typical Duties

Coordinate, assign and supervise heavy equipment operators engaged in plant maintenance and water or wastewater construction or other special projects. Involves: conferring with other supervisors to coordinate activities of individual sections; conducting field surveys to determine necessary repairs and preventive maintenance; inspecting sites to determine type of soil and other characteristics of surface including water table; allocating personnel and equipment for construction jobs based on knowledge of soils, slope of land, availability and economic use of materials or other factors; requisitioning materials and contacting vendors, as required; directing grading, leveling, filling, excavating and similar activities; estimating materials, allocating personnel and equipment needed to complete scheduled work for plant maintenance, demolitions or special projects; ensuring work conforms with specifications; recording equipment usage and related costs to determine economy of equipment and methods; recommending measures to improve production methods, equipment performance and quality of work; maintaining standby roster of personnel needed to respond to emergencies.

Coordinate vehicle repair and maintenance. Involves: conferring with departmental supervisors, maintenance division or contractors to arrange for equipment maintenance and repair; verifying charges for labor, maintenance and repair expenses; participating in writing specifications and requests for proposal in conjunction with purchasing department staff.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform other duties as required. Involves: investigating citizens complaints and responding as appropriate; substituting for subordinates, coworkers or supervisor as qualified to maintain continuity of services and operations during temporary absences if assigned; requisitioning contract services and equipment rentals; making minor adjustments and repairs to equipment in the field; using computer for time or other record-keeping, preparing section budget and reports as requested.

Minimum Qualifications

Training and Experience: Graduation from high school and five (5) years experience operating heavy equipment related to water or wastewater construction or plant maintenance activities; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: the operation and maintenance needs of a wide variety of heavy equipment; principles and practices of water and sewer system construction, repair and maintenance; occupational hazards, and trenching and excavating safety precautions. Good knowledge of: departmental rules, regulations, policies and procedures; supervisory techniques.

Ability to: coordinate several activities occurring simultaneously and analyze work situations and make decisions regarding problems encountered in accordance with Utility rules, regulations and procedures; operate various types of heavy equipment; make minor mechanical repairs in the field; communicate effectively, orally and in writing; establish and maintain effective working relationships principally with employees and City officials, and incidentally with contractors, vendors and the general public; supervise, train and evaluate assigned personnel; maintain records and prepare reports.

Skill in safe operation and care of: heavy equipment, personal computers and associated software for job costing and scheduling.

Licenses and Certificates: Valid Texas Class "A" Driver's License or equivalent issued by another state.

Special Requirement: Work after normal working hours, during weekends and holidays as necessary. Subject to emergency recall or consultation for all shifts. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Director of Personnel

Department Head

OFFICIAL